

CHAPTER 90. INSPECT A REPAIR STATION'S PERSONNEL

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3659 (Revised)

B. Avionics: 5659 (Revised)

3. OBJECTIVE. This chapter provides guidance for inspecting the repair station to verify that the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 145, § 145.151 are met.

5. GENERAL. Each repair station must have the management personnel necessary for the scope and complexity of its organization. The regulation requires an accountable manager, supervisory personnel, inspection personnel, and certificated personnel to approve the articles it maintains/alters for return to service. It may be necessary for the repair station management structure to warrant additional supervisory personnel that are not required by regulation. In addition, a repair station is required to

maintain a roster of managerial, supervisory, and inspection personnel. This list must include their qualifications and authority in the repair station. This roster may be maintained in paper or electronic format, and must be accessible for review and inspection by the Federal Aviation Administration (FAA).

NOTE: A repair station located outside the United States is not required to employ personnel that hold an FAA certificate issued under 14 CFR part 65. However, if employed by a repair station located outside the United States, the personnel must have a minimum of 18 months of practical experience in the work performed. On the other hand, be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. All supervisory personnel must understand, read, and write English.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

C. References (current edition):

- 14 CFR parts 43 and 145
- Order 8300.10, Airworthiness Inspector's Handbook, vol. 2, ch. 161, Introduction to Part 145 Repair Stations
- AC 65-31, Training Qualification and Certification of Nondestructive Inspection (NDI) Personnel
- AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manual
- AC 145-10, Repair Station Training Program

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. *Planning.* Prior to inspecting, the principal inspector (PI) should carefully review:

- (1) 14 CFR parts 43 & 145.
- (2) Operations specifications (OpSpecs).

(3) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used

by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. SPAS interfaces with key fielded oversight programs (such as ATOS, SEP, and the NPG), as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

(4) Repair Station Manual/Quality Control Manual (RSM/QCM).

(5) Vital Information Subsystem (VIS).

(6) Certificate-holding district office (CHDO) office file.

B. Personnel Requirements. Verify:

(1) Each person authorized to approve an article for return to service under the repair station certificate and OpSpecs is certificated under 14 CFR part 65 and understands, reads, and writes English.

NOTE: In an effort to satisfy the requirements of part 145, §§ 145.153(b)(1), 145.157(a), and 145.213(d), repair station personnel that are employed as repairmen and their job functions include return to service, final inspection, or maintenance release of an aviation article, must have their repairman certificates revised to show each task.

NOTE: For example, the certificate might show: Certificate privileges of part 65, § 65.103, valid for "return to service," "final inspection," or "maintenance release of an aviation article," while employed by repair station name, city, state, and certificate number.

NOTE: If employees are otherwise qualified and listed on the repair station's required roster(s), current repairman certificates will not need to be reissued to comply with §§ 145.157(a) and 145.213(d). However, when these certificates are revised, the additional language for "approval for return to service," "final inspection," or maintenance release of an aviation article should be added to the limitations block of the certificate.

(2) Considering the size and scope of the repair station, verify that it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations authorized by the repair station's ratings.

(3) Verify that the repair station personnel performing functions governed by existing industry standards, are trained and qualified to that standard, i.e. welding, nondestructive testing, heat treatment, etc. In some cases these industry standards may be identified on the repair stations' OpSpecs.

(4) Verify that inspectors identified on the repair station's roster:

(a) Maintain proficiency in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

(b) Are thoroughly familiar with the regulations and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed.

(c) That perform required inspection items are appropriately certificated, properly trained, and authorized to perform this function.

(d) Have available and understand all applicable and current tolerances and procedures.

(e) Properly identify defects.

(f) Understand, read, and write English.

NOTE: Inspectors with return to service authority or final inspection, maintenance

release, must be able to read, write, understand, and speak the English language, unless employed outside the United States.

NOTE: The FAA reserves the right to interview the applicant's supervisors, inspectors, and/or personnel responsible for final approval for return to service.

(5) The certificated repair station has sufficient number of supervisors, who are certificated under part 65 and are able to understand, read, and write English, to direct the work performed. They must also provide oversight to those individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools employed.

(6) The repair station determines the abilities of its noncertificated employees who perform maintenance functions based on training, knowledge, experience, or practical tests.

(7) The repair station has the following:

(a) A current roster of management and supervisory personnel.

(b) A current roster of all inspection personnel.

(c) A current roster of personnel authorized to sign a maintenance release for approving a maintained or altered article for return to service.

(d) A current summary of the employment of each individual whose name is on the personnel rosters required by § 145.161. The summary must include:

i. Present title.

ii. Total years of experience and the type of maintenance work performed.

iii. Past relevant employment with names of employers and periods of employment.

iv. Scope of present employment.

v. The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.

vi. Within 5 business days of the change, the rosters required by § 145.161 must reflect changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel.

NOTE: It is appropriate for a repair station to develop a combination roster. It could include initials, signatures, stamp numbers, certificate numbers, or any other information used to designate the authority of inspection or supervisory personnel. It could also list persons that can sign/stamp off work documents or approve articles for return to service.

C. Analyze Findings. Upon completion of the inspection, record all deficiencies; determine the appropriate corrective action(s).

D. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Completion of this task will result in the following:

- Send a letter to the operator documenting all deficiencies
- Initiate an Enforcement Investigation Report if necessary

C. Document Task. File all supporting paperwork in the certificate holder's office file. Update the VIS as required.

9. FUTURE ACTIVITIES. Schedule and conduct follow up inspections as applicable.